



School Printing Schedule

Name of School _____

Name of Publication _____

Advisor Contact Information:

Name _____ Phone # _____ * Best Time to Call _____

Email _____ Cell # _____ * Best Time to Call _____

Editor Contact Information:

Name _____ Phone # _____ * Best Time to Call _____

Email _____ Cell # _____ * Best Time to Call _____

***Please include** "Best Time to Call" information above, and please be sure to include your **cell phone numbers**, in case we incur a problem when processing your files or while on press (this way we can get answers quickly and ensure your order is not held up). The Newspaper production process is very time-sensitive, therefore it is critical to have these details. Lastly, please include the delivery time required for distribution, 12:00pm is typically our standard time. If you can receive them later please let us know and if you require a delivery BEFORE 12:00pm, please indicate the time required below and consult your rep; as additional early delivery fees are required. Thank you!!

Month	Date Art In	Date Shipment Due	Required Time of Delivery
July			:
August			:
September			:
October			:
November			:
December			:
January			:
February			:
March			:
April			:
May			:
June			: